DOCUMENT RESUME

ED 237 920 CG 400 186

TITLE [Santa Maria Joint Junior High School Handbook. Student Behavior Code.]
INSTITUTION Santa Paula Elementary School District, Calif.
PUB DATE Sep 83
NOTE 9p.; Selected by the Association of California School Administrators Task Force on Public Confidence as part of promising practices and exemplary programs.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Attendance; *Behavior Standards; Codification; *Discipline Policy; Eligibility; Extra Curricular Activities; Junior High Schools; Parent School Relationship; *Student Behavior; Student Responsibility; Student Rights; *Student School Relationship
IDENTIFIERS PF Project

ABSTRACT

Designed to be read by parents and children together, this handbook outlines the standards of behavior, discipline, attendance, and academics established at the Santa Maria Joint Union High School in California. Following a letter of introduction to parents, the student code is divided into four sections. Students' legal and educational rights are outlined in section 1 and their academic and financial responsibilities in section 2. In detailing the eligibility requirements for participation in extra-curricular activities (section 3), the handbook addresses the issues of grade point averages, citizenship, grades, and attendance. Details of the tardy and cutting class rules are provided. The final section explains major discipline policy for acts such as fighting, violations of the penal code, and misdemeanors and felonies. A chart summarizes school disciplinary action for the first, second, and third infractions of these rules. Suspension and expulsion policies are also described. This document was selected by the Association of California School Administration (ACSA) Task Force on Public Confidence as descriptive of a promising practice or exemplary project worthy of highlighting for the California educational community. (LP)

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Santa Maria Joint Union High School District
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Larry G. Ruttan
District
Superintendent

An Equal Opportunity Employer (M/F)

Dear Parents,

Your Santa Maria High School District Board of Trustees believes that parent support is vital to good education. This booklet provides information about attendance, academics, behavior and discipline in the schools your children attend.

Please review this material with your son or daughter. Then, be sure to sign the "Feedback" statement at the back of the booklet, clip it out, and return it to school with your student(s) when they pick up their class schedules/registration cards.

We consider your involvement so important that NO STUDENT MAY REGISTER OR PICK UP A CLASS SCHEDULE UNTIL THE STATEMENT HAS BEEN SIGNED AND RETURNED TO THE SCHOOL.

These schools belong to you and your children. We welcome your visits, encourage your participation, and hope this booklet marks the beginning of closer school/home cooperation.

Sincerely,

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES

Alice Patino, President

Karen Tunnell, Clerk

Tom Allen, Member

Fred Donati, Member

Mary Lee Tognazzini, Member

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September, 1983

STUDENT BEHAVIOR CODE

STUDENT RIGHTS

All students in the Santa Maria Joint Union High School District have the right to:

1. A free education until the age of 18 or until they graduate from high school.
2. Equal educational opportunity without being distrubed by the misbehavior of other students or by people who do not belong on campus.
3. Freedom from discrimination on the basis of race, color, religion, sex, national origin, ancestry, physical or mental handicap, age, or medical condition in the educational programs, activities, or admission policies of their schools.
4. Due process for disciplinary action including suspension or expulsion.

STUDENT RESPONSIBILITIES

Respect, cooperation, and responsibility are the basics of a successful program for your high school career. No one can give you an education, only an opportunity. So, take your responsibilities seriously, for your school's sake -- and your own.

Students in the Santa Maria Joint Union High School District have the responsibility to:

1. Protect the rights of others to study and to work.
2. Attend classes daily unless legally excused.
3. Be on time for all classes.
4. Obey school, district, and state rules.
5. Dress appropriately for school.
6. Cooperate with school personnel at all times.
7. Come to class with necessary books and materials.
8. Complete all classwork and homework, participate in class, and meet deadlines.
9. Register all visitors at the Principal's Office.
10. Respect public and private property.
11. See that classroom progress reports to parents reach home.
12. Pay for any lost books, materials, or equipment.

ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

The Board of Trustees and staff of this district are committed to providing an education to each of our students. District Policies point our that academic achievement, responsible citizenship, and consistent attendance are considered important basics of education.

> YOUR PERFORMANCE IN ACADEMICS, CITIZENSHIP, AND ATTENDANCE CAN AFFECT YOUR ELIGIBILITY TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES.

Extra-curricular activities are defined as any activity outside the regular six-period school day except the freshman class, sophomore class, junior class, and senior class activities.

Keep in mind the following:

1. Grade Point Average (Academic Achievement)

> A 2.0 ("C" AVERAGE) MINIMUM GRADE POINT AVERAGE MUST BE MAINTAINED IN ORDER TO BE ELIGIBLE FOR PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES.

The June, 1983, second semester grades will determine the student's eligibility for extra-curricular activities for the first quarter of the 1983-84 school year. Incoming freshmen are automatically eligible for the first quarter.

Eligibility for extra-curricular activities shall be determined by the grade at the end of the first quarter, the end of the first semester, the end of the third quarter, and the end of the second semester.

2. Citizenship

> ANY STUDENT RECEIVING TWO UNSATISFACTORY GRADES IN CITIZENSHIP WILL BE INELIGIBLE FOR EXTRA-CURRICULAR ACTIVITIES FOR THE FOLLOWING QUARTER.

Students will receive a citizenship grade each quarter from each of their classroom teachers.

The citizenship grade is a separate grade which reflects student behavior in the classroom. It is used for conduct only and is not used in connection with attendance or tardy problems.

Appeal of Citizenship Grade

Students and parents have the right to appeal within thirty (30) days, citizenship grades which they feel are mistaken or unfair. They should appeal first to the classroom teacher who gave the grade. If they are not satisfied, they may then ask to meet with the Principal. Until the appeal is decided, a student who has lost privileges may not participate in extra-curricular activities.

NOTE: An administrator may issue an unsatisfactory citizenship mark (U) in accordance with the major discipline policy.

3. Attendance

SIX TARDIES OR FOUR CUTS IN ANY ONE CLASS WILL MAKE A STUDENT INELIGIBLE FOR EXTRA-CURRICULAR ACTIVITIES FOR THE NEXT QUARTER. EXCESS ABSENCES MAY RESULT IN A FAILING GRADE.

Students are expected to be in class at all times unless excused for medical or school-related purposes. When students are absent from a class, they lose participation points for that class which must be made up as directed by the teacher. Continued absence can affect the student's academic grade.

Please note that any student who is late to class will be considered tardy for five minutes following the beginning of the class period. Any time thereater shall be considered a class cut.

Tardies

2 tardies	Handled by the classroom teacher.
3 tardies	Student referred to on-campus suspension for the period.
4 tardies	Student referred to on-campus suspension for three days from the class in which student is tardy. Parent notified.
5 tardies	Student referred to on-campus suspension. Student not to return to the class without a parent conference with teacher, counselor, and attendance director.
6 tardies	Student referred to Assistant Principal.

Cuts

1 cut	Student referred to on-campus suspension. Parent notified.
2 cuts	Student referred to on-campus suspension for three days from the class in which the student cut.
3 cuts	Student referred to on-campus suspension. Student not to return to class without a parent conference with teacher, counselor, and attendance director.
4 cuts	Student referred to Assistant Principal. The Assistant Principal or attendance director will verify cuts.

Extra-curricular activities are valuable parts of your education. But, they are privileges which must be earned by first meeting the basics of achievement in school: academics, citizenship, and attendance.

MAJOR DISCIPLINE

Major discipline covers acts that are serious in nature such as fighting, violations of the Penal Code, misdemeanors and felonies. In addition, certain behaviors which could be harmful to others, disturb the normal conduct of school or class or which violate "off limits" areas are considered major discipline.

Students are expected to cooperate and treat with respect ALL adults who work on campus: administrators, aides, cafeteria workers, clerks, counselors, custodians, resource people, secretaries, substitutes, and teachers.

The Major Discipline Policy of the Santa Maria Joint Union High School District is stated on the following page. Two important terms are defined here for your information.

SUSPENSION is a temporary removal from the regular school program for violation of school rules.

A student may be suspended for up to five days at a time but not for more than twenty days in a school year.

A suspended student is required to complete all work and tests missed during the suspension. When the make-up work is completed, it will be graded. If it is satisfactory, the student will receive full credit.

EXPULSION is the long-term removal of a student from attendance at any school in the district. Expulsion is determined by a hearing panel and final action by the Board of Trustees.

State law mandates that the principal shall recommend a pupil's expulsion for any of the following acts:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance, as defined in Section 11007 of the Health and Safety Code, except for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.

MAJOR DISCIPLINE POLICY

As the name implies, major discipline covers acts that are serious in nature such as fighting, violations of the Penal Code, misdeameanors and felonies. In addition, certain behavior which could be harmful to others, disturb the normal conduct of school or classes or which violate "off limits" areas are considered major discipline.

	**1ST OFFENSE	**2ND OFFENSE	**3RD OFFENSE	
FIGHTING	3 Day Susp.	5 Day Susp. + U	Recommended Psych. test/susp.	Recommended Denial of Graduation
USE, POSSESSION ALCOHOL, DRUGS	3 Day Susp.	5 Day Susp. + U	Rererral to outside agency/ suspension	Recommended Denial of Graduation
SALE OF ALCOHOL OR MARIJUANA	5 Day Susp. plus recommendation of expulsion to off-campus program.			Recommended Denial of Graduation
INTIMIDATION OR HARASSMENT	3 Day Susp.	5 Day Susp. poss. expulsion	Recommended expulsion	Recommended Denial of Graduation
VANDALISM	Suspension and Restitution Possible referreal to Alternative Program.			Recommended Denial of Graduation
THEFT	1-3 Day Susp. + restitution	3-5 Day Susp. + restitution	Psych. test/ susp. poss. referral to Alternate program	Recommended Denial of Graduation
PROFANITY, VULGARITY	1-3 Day Susp.	3-5 Day Susp.	Psych. test/ susp. poss. referral to Alternate Program	Recommended Denial of Graduation
SALE OF DRUG PARAPHERNALIA	3 Day Susp.	5 Day Susp.	Referral to outside agency/ suspension	Recommended Denial of Graduation
ASSAULT & BATTERY UPON ANY SCHOOL EMPLOYEE	Immediate suspension, referral to police and recommendation for expulsion.			Recommended Denial of Graduation
FIREWORKS	3 Day Susp.	5 Day Susp. poss. psych test	5 Day Susp. and is reported to Fire Marshall	Recommended Denial of Graduation
DEFIANCE DISRUPTION OF SCHOOL ACTIVITY	3 Day Susp.	5 Day Susp. + U	Recommended Expulsion	Recommended Denial of Graduation

** Parent Contact

DEFIANCE OF SCHOOL RULES - MAJOR

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
MOTOR VEHICLES CARS, TRUCKS CYCLES, MOPED, ETC.	TICKETING	POSSIBLE SUSPENSION	
	TRAFFIC LIMITED TO AUTHORIZED PARKING LOTS. THESE RULES APPLY TO ALL POSTED AREAS BETWEEN 7:00 a.m. - 4:00 p.m.		
SKATEBOARDS ROLLER SKATES	WARNING	CONFISCATE PARENT CLAIM	CONFISCATE BALANCE OF YEAR
NOISEMAKERS RADIO, TAPE DECKS CASSETTES, ETC.		NOT ALLOWED ON CAMPUS IMPOUND - PARENTS MUST CLAIM	
FORGERY	PARENT CONFERENCE	POSSIBLE SUSPENSION	
OFF-LIMITS AREAS NEIGHBORS YARDS & PARKING LOTS	SUSPENSION	SUSPENSION PARENT CONFERENCE	
SMOKING	Smoking on the main body of the campus will not be permitted and will result in suspension.		

A SPECIAL MESSAGE TO PARENTS

Dear Parents or Guardians:

We need your help to do a good job of educating your children. Surveys show that parents consider discipline in the schools a major concern. It's difficult to teach or to learn when school staff must spend a lot of time just maintaining order. This behavior code has been developed to improve discipline by making clear the responsibilities of the students and the schools.

But, parents have responsibilities, too. And, that's where you can help us help your children. Your schools need your support. Please start by reading this behavior code, discussing it with your son or daughter; then sign and return the attached statement to the school.

> NO STUDENT MAY REGISTER OR PICK UP A CLASS SCHEDULE UNTIL THE FEEDBACK STATEMENT HAS BEEN SIGNED AND RETURNED TO THE SCHOOL.

Your signed statement shows us that schools, students, and parents know what is expected of them. If a behavior problem comes up and you think we are right, please back us up at home. If you disagree, come to school and discuss it. With your cooperation, we will work together toward the same goal: a safe school and a good education for your children.

Thank you.

Thomas McNicholas
Cuyama Valley High School

James Piatt, Principal
Delta High School

Dean Reece, Principal
Ernest Righetti High School

Doris Corder, Principal
Santa Maria High School

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FEEDBACK

STUDENT'S LAST NAME FIRST NAME GRADE LEVEL

I have read the conduct code and discussed it with my son(s) and/or daughter(s), and I understand that no student may register or pick up a class schedule until this page is signed and returned to the school.

Parent's Signature: _____

Student's Signature: _____

_____
Date

NO STUDENT MAY REGISTER OR PICK UP A CLASS SCHEDULE UNTIL THIS PAGE IS RETURNED TO SCHOOL.

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